



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL **Transportation Practice Group**

Summary: Provides paralegal and administrative support for attorneys in the Transportation Practice Group Section of the Litigation Division. Reports to Section Chief.

Duties:

- Complete all tasks necessary for the preparation of legal documents; type and copy correspondence, pleadings and legal documents for filing in state or federal courts; docket pleadings and other documents; maintain calendars of attorney due dates; open and close cases; maintain databases and files; and obtain case information upon request from court personnel and opposing counsel.
- Assist in the discovery phase of litigation. Process discovery requests directed to clients and prepare interrogatories, discovery requests and subpoenas; contact clients or liaisons to obtain documents and responses to discovery; keep track of due dates and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions, including affidavits and documentary evidence, at the direction of the assigned attorney. Legal research if requested.
- Assist in trial preparation, as required.
- Responsible for mail distribution.
- Responsible for preparation and processing of reports and other Section-related documents.
- Other duties and projects as assigned by the supervising attorney or Section Chief.

Skills:

- Strong legal research and writing skills.
- Proficient computer skills to include, but not limited to, Microsoft Office, Excel, Time Matters, ediscovery software, and various case management tools.
- Good client relations skills, including ability to work with clients to obtain information in a timely manner.
- Excellent communication skills.
- Pleasant telephone demeanor, as clients and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.

- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required. Strong organization skills required.
- Must maintain professionalism and confidentiality.
- Paralegal degree or certificate or equivalent work experience required.